

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student: *Kallepalli. Jhansi*

Name of the College: *Government Degree college [Men]*

Registration Number: *2122001067041*

Period of Internship: From: *18-8-23* To: *30-9-23*

Name & Address of the Intern Organization

University
YEAR

An Internship Report on

Short term - Internship

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.Com General.

Under the Faculty Guideship of

S. Eswar Rao

(Name of the Faculty Guide)

Department of

Commerce.

(Name of the College)

Submitted by:

K. Jhansi

(Name of the Student)

Reg.No: 2122001067041

Department of

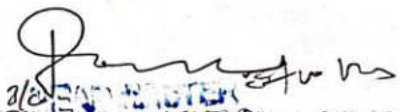
Govt Degree College (Mae) Virikantapur

(Name of the College)

Certificate from Intern Organization

This is to certify that Kallepalli. Thani (Name of the intern)
Reg. No 2122001067041 of Govt Degree College [H] (Name of the
College) underwent internship in Z.P. High School IPPH (Name of the
Intern Organization) from 18-8-23 to 30-9-23

The overall performance of the intern during his/her internship is found to be
satisfactory (Satisfactory/Not Satisfactory).


Authorized Signatory with Date and Seal

Official Certification

This is to certify that K. Jhansi (Name of the student) Reg. No. 212200106704 has completed his/her Internship in 2 P. High School IPPIT (Name of the Intern Organization) on Short term Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerecc. in the Department of Govt Degree College (M) (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

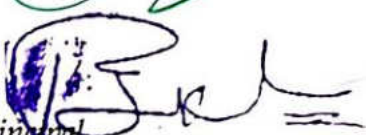
Endorsements



Faculty Guide



Head of the Department



Principal

Student's Declaration

I, Kallepalli. Jhanu a student of B.com [General]
Program, Reg. No. 212200106704 of the Department of Commerce
College do hereby declare that I have completed the mandatory internship
from 18/08/2022 to 30/09/2022 in ZP High School, IPPalli (Name of
the intern organization) under the Faculty Guideship of
S. ESWARI RAO (Name of the Faculty Guide), Department of
Commerce, Govt Degree College (men).
(Name of the College)

(Signature and Date)

H. Jhanu

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

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CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

I worked in the internship in the department of education. I rented the place in ~~Ward 10~~ Z.P. High School IPPILL. I choose education department to know the current states of the education and difference from past few years I spent a day with children and observed my things.

The interaction is very friendly and very valuable through internship I got to know the there are some other decided areas which has to improved I interacted with the children and let them to know, this has problems and what they are facing some session, to them which should be clear by government the are some other decided areas which has to informed them.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

I worked in the education department I worked in the P.P.S school education department plays an important role in every section I observed many things in school that how the children are beyond lack of knowledge interaction with students are every friendly and I played a teacher role in school and share from things I played a teacher role in school I am planned system with my knowledge to give the best students

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

I worked in Z.P.P.S school Raj Yehpili in the department of education I worked in the government school and I taught lessons to the student I used the black board and chalk piece and taught the basic of the lessons I performed some tasks with the children so that to encourage them
Internship made me aware as I learned more knowledge and learned new things to change in school which should be changed

WEEKLY REPORT

WEEK - 1 (From Dt. 21-8-23 to Dt. 26-8-23.)


Objective of the Activity Done:

Detailed Report:

In this entire week I have conducted various activities like self introduction viz performance with them to know about their state of mind and connect with them.

I am also teach them few lessons in their syllabus in understandable manner so that they have feel that they come to know about some things and I have observed their educational performance knowledge.

totally I learn that some student chat very well in students and they are the teaching in fun and learning way.


HEAD MASTER
Z.P. HIGH SCHOOL
PPILL

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	As it is my first class I have come selfing for 2nd class	it was a great day as a teacher and come to know about student	✓
Day - 2	I went to 2nd class thought them english in a few and learning	I have been prepared and come to know about teaching	✓
Day - 3	Again I was sent to 1st class and I have notice some	I come to know about their education state	✓ HEAD MASTER Z.P. HIGH SCHOOL PPILL
Day - 4	I went to 5th class and teach them english things pre-learned manner like greeting	I come to know how to teach the children all	✓
Day - 5	I taught the 5th class student on english lesson and played on activity	I observed about their knowledge on english	✓
Day - 6	I have interacted with the 1st class student through activities	I come to know about their mind set and knowledge	✓

WEEKLY REPORT

WEEK - 2 (From Dt 28-8-23 to Dt 3-9-23.)


Objective of the Activity Done:

Detailed Report:

In this week I have developed my writing skill from syllabus to a practical research which enhanced my communication very well.

I have also interacted with the respective government teacher parents about students' problems environment etc. I have also tried to teach to students so that they feel like they are a open book.

I have also worked with teachers & staffs which made me know things that are going on behind school.


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ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have checked about the 5 th class student awareness on honesty to integrity	I have known many new things that kids think about and stand	✓
Day - 2	I have thought 5 th class student about kinds besides like even courage	I got to know about teaching new things	✓ HEAD MASTER Z.P. HIGH SCHOOL PPPU
Day - 3	I have counbld a fun activity to the student have in their respective works	I have deved only commnet on giving not	✓ HEAD MASTER Z.P. HIGH SCHOOL PPPU
Day - 4	I have meeted the teacher and staff members in their	I come to know about the working of teachers and staff	✓
Day - 5	I have thought 5 th class student and months basis	I have learned to teach about how to show more	✓
Day - 6	I have teach longer lessons for the 5 th class in a practical way	I have learned to teach in practical	✓

WEEKLY REPORT

WEEK - 3 (From Dt. 4-9-23 to Dt. 9-9-23.)

Objective of the Activity Done:

Detailed Report:

In this week developed my skills such as teaching, mentoring, communication, managing and team participation skills when compared to the previous three weeks.

I have also observed about the school environment, students' performance and I have also interacted with them and gave advice and got friend to some of them in their ways.

The students also have been performing with good marks.


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ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have thought high lessons to the 8 th and 4 th class	I have revised my teaching skills the student to understand	✓
Day -2	I conducted a game for explaining the talent for 8 th class	I have interacted with student and helped from them	✓ HEAD MASTER 20/5 Z.P. HIGH SCHOOL IPRILL
Day -3	I have checked about every class and makes staff	I have to come to know about the problem in school	✓
Day -4	I have interacted with student regarding their problem, some	I tried to solve students problem at class level	✓
Day -5	I have thought 1st class student about animals and birds	I have another class with class student digital way	✓
Day -6	I have taught 3rd class about english lesson.	I have revised my communication skill	✓

WEEKLY REPORT

WEEK - 4 (From Dt 11-9-23 to Dt 16-9-23)

Objective of the Activity Done:

Detailed Report:

In this week I have achieved my skills such as teaching skills I have come to know that I have learnt so many things in this journey I have developed my communication skills managerial skill teaching skill and other skill which make me very well.

I come to know new good things and also some problem which I have find in school and made better out fit.

I learn about being a teacher better and mostly as an internal in the work place.


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ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have teach. maths lessons to the 5 th class	I have developed my teaching skills the std nts to are good	2
Day - 2	I have checked a some for exploring that belong for 5 th class	I have interact with student and helped them in this	2
Day - 3	I have interacted with student reg. their vems in school	I have to come to know about few problems in school	2
Day - 4	I have checked about early class envire some facilities and	I tried to so in student problems at a possible	2
Day - 5	I have thought 1st class student about teacher	I have deal with 1st class student digital	4
Day - 6	I have thought 5 th class to know about mindiness	I have increa my commu skills	4

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WEEKLY REPORT

WEEK - 5 (From Dt. 25-9-23 to Dt. 30-9-23)

Objective of the Activity Done:

Detailed Report:


In this week I have development my thinking skills from syllabus lesson to a critical approach which enhanced my communication skills very well.

I have also in with the respected government teachers parents about the student we also tried to teach the students that they feel like they are in a open.

I have also assisted with teachers and staff with which make me knowing things that happen behind the school.


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ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have thought 5th class about respect followed in class room	I have interacted with the student about discipline	
Day - 2	I have teach. the 5th class student about some skill	I have tried to teaching the student about the	
Day - 3	I have interacted with 1st class student through. my	I have access the digital card in the school	 HEADMASTER Z.P. HIGH SCHOOL IPPIL
Day - 4	I have thought the 5th class about english lesson	the student have learned doing good in students	
Day - 5	I have through the 2nd class about civild lesson	the student are doing well	
Day - 6	I have interacted with all students about previous	I have know some thing in their mind	

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

In terms work environment is one of the aspects of internship partly addressed in school were a good interactive staff were given desk for each and with basic things like chalk piece then and only other necessities and analysing all activities by student and staffs each things are from 9:00 and to 3:00 PM [morning to evening]

The head master and the teacher are very polite friendly and very humble to me the students are very nice and interactive which made me socialize with them very easily the other interns as a team were very active and focused in the work were also given space for our progress which made our internship very useful for us.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

There are some technical skill I have acquired from this internship

I have know about how to put my knowledge and skills into practice such as mentoring I learned how to communicate and build relationships with the people I worked I learned that every department or organization has it's own culture I learned that every company has it's own culture As a intern I learned that it's new skills I learned that it's important to communicate that teachers need master it if have any doubts

Asking and receiving feed back is very important it is essential to take note of both the positive and negative points for future I learned that sometimes asking for feed back or receiving feed back is difficult important for future career and success.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

These are also managerial skills I have acquired from this internship

I learned how to effectively deal with people developing managerial skills is important to all professional as a team are planned about scheduling with respect to time and we all acted as a leader for every week of time

We have kept notes for observing executive improvements actively and we will discuss about all pros and cons in our working style we all have developed our decision making skills which are very essential in future as for the final day we have discussed about our performance is appreciated.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

I have improved my communication skills in my internship at Z.P.S. Yippli Srikulam

As we have been interacting with each other students written communications as we are but now we are confident while communicating as we are assigned to class rooms. At first day we may feel tense but students are conversing well and understanding each other well to other.

We also come to getting understand by others we improved our english skills. We prepared and to extempore table we also developed few teaching skills in our class which made student better.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

The Government has taken a big leap in implementing technology in education system to simplify digital transformed of schools

The ~~new~~ Yippli Z.P.S school of ~~Shikhar~~ ~~Harim~~ and devices in the procedure

The Head master updates the information of school through smart phone they scan face of the student for checking every teacher and head master of school make their class are through face scan method

There is a smart TV which can be used for teaching providing the primary student more than academic syllabus in class even when the students are leaving from school it is also recorded under head master vision and is documented.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

Team work is one of the most important skills to the work place

We are the interns of ZPPS YEPPII SRIWATA formed a team to enhance and improve our work in an efficient way

Right as we have no familiarity with each other gradually it took time and we have also become a supportive team.

Every week one of us will lead the team to work leadership we have discussed with each other about week performance

working as a team members and also as a leader we know about how to work as team to interact knowledge about team work.

Acknowledgements

school internship report is the result of an
of a way of two months. It could not have
possible without the participation
assistance of numerous kind and generous people
to say I have to thank them all
at and foremost I would like to give
special gratitude to my parents who give
every effort to help my step
need

I am indebted to my college teachers and the
principal for their vision encouragement
and enduring to give interest in the internship
I extended my gratitude to my class mates
and especially to our group members with
whom I stayed shared my days and
throughout we sort out academic and
social problems

last and most importantly would like to all
those who make this report possible
and become a reality with their kind
assistance.

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:

○ Activity Log	25 marks
○ Internship Evaluation	50marks
○ Oral Presentation	25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

Student Self Evaluation of the Short-Term Internship

Student Name:	Kallepalli. Jhansi		Registration No:	21220016741
Term of Internship:	From: 18-8-23	To: 30-9-23		
Date of Evaluation:				
Organization Name & Address:	Z.P. High School, Ippilli			

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Student

Kallepalli. Jhansi

Evaluation by the Supervisor of the Intern Organization

Student Name: Kallepalli. Jhansi

Registration No: 212200106701

Term of Internship:

From: 18-8-23

To: 30-9-23

Date of Evaluation:

Organization Name & Address: Z.P. High School, IPPILLI

Name & Address of the Supervisor
with Mobile Number

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Supervisor

Page No:

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PHOTOS & VIDEO LINKS

